

Sidewalk Advisory Committee Minutes 12-2-2013

In attendance:

Lori Conlan, Allison Pearce, John Mulligan, Kathy Hedge, Dick Pratt, Dave Almy
Ex Officio: Gene Swearingen

Observers: Chau Nguyen, Charlie Snyder, Michael Luckenhouse, Chris Keller, Robin Daly

Meeting called to order at 7:39PM

Communications:

LC wanted to know if the googledocs for the committee are working well for all, everyone seems to agree that it is working fine for the moment. Please let LC know if you have any problem viewing items.

We discussed that the volume of email on the listserv and to the group can be overwhelming. JM suggested that we start a spreadsheet to track specific issues. This could be things we get through email, or conversations that we have with neighbors (such as an issue with an American Elm on the route that JM knows about). **JM tasked** with setting up this spreadsheet.

Walking the route:

JM suggested that the group walk the route with various experts to see what the concerns are from various entities and to ensure that we are looking at a long-term plan that will benefit the town. We discussed that the experts can include (but are not limited to), arborists, MoCo Rain Garden Committee, the Maryland Historical Trust, and utilities (fire hydrants and electrical). To start we will connect with the town arborist (**JM tasked**) and the Rainscapes program (**AP tasked**)

Maryland Historical Trust:

GS sent the committee a letter from the Maryland Historical Trust (MHT) stating their concerns with adding sidewalks in a historical town.

GS said that the MHT came to town and did a walk-thru. This walk-thru was deemed too preliminary to make any recommendations until the town has design plans that can be evaluated. AP question if the MHT gave any indication of what would be acceptable, GS answered that MHT responded that the current process is on the right track, but that the MHT does have concerns. DA asked if we are bound to the decision of the MHT, DP suggested that we may be as mediated by the State Highway Administration, and it may also be in our best interest.

Citizen Interviews

GS informed the committee about the interviews with property owners along the route. He is introducing himself as the new town administrator, explaining the project, walking the property and noting property-owner concerns. He is not trying to get a yes or no on the project. He gave the committee a spreadsheet with a high-level view of the conversations had so far. The committee asked if we should also look at sending a letter to property-owners to get their feedback anonymously. We also suggested that we should collect comments from both people that are directly affected and those non-directly-affected.

RFP

Our guiding principles for an engineering firm in the request for proposals are as such:

- . Willingness to engage each individual property owners during design process.
- . Demonstrated experience working with "unique" neighborhoods, be they historic, heavily treed, etc.
- . Consulting arborist and/or landscape architect on team.

- . Experience with innovative and creative technologies and designs such as, permeable paving, tree root bridges, and curb cuts for storm-water management.
- . Willingness to think of alternatives that will fit our needs for safe routes to school
- . Strong experience in sidewalk design using various material types, an understanding of laws/regulations of sidewalk construction, strong record of coming in on-time and on-budget.

We discussed that the guiding principles give us a general plan for what a specific RFP would look like. More specific information can be given in the statement of work.

GS reiterated that the winning firm must have a willingness to work with each individual property owner to design something that will work for that property. He also knows of a few firms that have done work to town specifications, such as the parking area in Clifton, VA done by J2E designs.

DA asked if the winning firm had to have errors and omission insurance, GS to confirm.

GS discussed that per state guidelines, the winning bid must be the least cost/most responsive bid. GS is working with the State Highway Administration to ensure that we also get responsiveness to our guiding principles.

DA asked if we have any requirements on deliverables or an understanding on how we will evaluate proposals. We tabled that conversation for this month since the meeting was almost over.

It was brought up that perhaps design alternative, such as speed-bumps, or other traffic calming ideas could be added to the RFP. We are not sure how this will influence the grant.

We discussed again that the committee has the ability to recommend to the town that the no action be done.

GS shared a draft of his current RFP with the committee. He needs comments by Dec 6, 2013.

Other comments:

Robin Daley commended the committee for such a thoughtful conversation about citizen's concerns. She suggested that we communicate what we are doing better. LC to write a note for the January Bugle and for the listserv.

Tasks:

AP-Connect with Rainscapes

JM- connect with town arborist

All- comment on the RFP

All-look at citizen comments.

Adjourned: 8:52 PM

Next Meeting January 6, 2014 7:30 PM, Town Offices